

COUNCIL ON HOUSING  
Special Meeting  
Public Session  
18 The Green, Dover, Delaware  
10<sup>th</sup> Floor, Carvel State Building, Wilmington, Delaware  
April 29, 2013

Ruth Sokolowski, Chair, called the special meeting to order at 1:10 p.m. on April 29, 2013. In addition to Ms. Sokolowski, the following Council members were present at 18 The Green:

Ralph Peters  
Corrine Massey  
Hugh Leahy

Pat Batchelor  
Norma Zumsteg  
Connie Louder (by phone)

The following Council members were absent and excused from the meeting:

Francis Julian  
Donna Mitchell

Vincent White

No members of Council were in the Wilmington office conference room.

Also attending in the Dover office:

Susan Eliason, Director of Housing Development  
Cindy Deakyne, Housing Asset Manager  
Penny Pierson, Housing Asset Manager Assistant

**SPECIAL MEETING ITEM:**

Ms. Sokolowski asked Ms. Deakyne to explain the purpose of the special meeting. Ms. Deakyne explained that in 2009 DSHA began reconsidering the way in which the HDF non-LIHTC process was administered and looking for ways to encourage more applications for funds. As a result of this discussion, DSHA initiated a two round funding process, with applications accepted on January 31 and July 31 of each year. However, after approximately 5 funding rounds, DSHA determined that there may be a way to improve the process further. As a result, DSHA has developed a two-step process, which staff believes will be both easier for the applicants and more efficient for DSHA and COH. The proposed process is described in the attached presentation materials. Ms. Deakyne, along with Ms. Eliason and Ms. Pierson, explained the process, answered Council members' questions, and noted some suggestions for improvement and clarification made by the Council members. The next step in the process will be a stakeholders' meeting to be held on May 16 at Liberty Court from 10 am – noon.

**SCHEDULING OF NEXT MEETING**

The next regular meeting of the Council on Housing will be held May 8, 2013, at Luther Towers I in Dover, DE, at 2:00 p.m.

## ADJOURNMENT

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,



Susan Eliason

Note: Copies of materials referenced as “attached” in these Minutes are available upon request.